



DEPARTMENT OF THE ARMY
US ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH
OFFICE OF THE ADJUTANT GENERAL
861 MCCLELLAN AVENUE
FORT LEAVENWORTH, KANSAS 66027-1361

ATZL-GCA-DR

14 June 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction – Retirement Applications

1. References:

- a. AR 600-8-24, Officer Transfers and Discharges, 3 February 2003.
- b. AR 635-200, Personnel Separations, Active Duty Enlisted Administrative Separations, 19 December 2003.

2. PURPOSE: This memorandum is provided to establish timelines for the submission of retirement applications to the Office of the Adjutant General.

3. APPLICABILITY: These procedures apply to all military assigned and attached to Fort Leavenworth, Kansas.

4. POLICY:

a. Officers:

(1) Voluntary Retirement – Requests may be submitted, through the appropriate chain of command, up to 12 months before the requested retirement date and not later than 6 months before the requested retirement date or prior to the projected start date of Permissive TDY/Transition Leave, whichever is earliest. All applications must have the appropriate documentation (see enclosure 1) attached to the application at the time of submission.

(2) Mandatory Retirement – Mandatory retirements are initiated by AHRC-Alexandria. An Officer must be retired NLT the established date provided to them in a notification letter IAW applicable statute unless specifically provided by law (10 USC 640). A mandatory retirement will be excused when an officer has been notified by AHRC of selective early retirement board selection, reduction in force, maximum service, or maximum age. Once notified, an officer must fill out a pre-retirement application, IAW regulatory guidance, or submit a voluntary retirement for NLT the date established by AHRC.

(3) In Lieu of Elimination – If officer receives a notification memorandum of impending elimination he/she may request retirement in lieu of elimination if the officer has 19 years and 6 months or more Active Federal Service on the date of such application. If approved, officer will be retired NLT 60 days after the officer attains 20 years Active Federal Service.

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(4) In Lieu of PCS - An officer may request retirement in lieu of PCS when he/she has at least 19 years and 6 months Active Federal Service and a firm PCS alert has been received. The retirement request must be submitted within 30 days of the alert for retirement within 6 months of notification.

****Note**** A PCS alert is when an officer receives a firm “where and when” PCS notification from a career manager, an installation personnel officer, or his/her commander/supervisor during an interview, a telephone call, or written correspondence.

b. Enlisted:

(1) Voluntary Retirement – Requests may be submitted through the appropriate chain of command, up to 12 months before requested retirement date and not later than 2 months prior to the projected start date of permissive TDY/transition leave.

(2) In Lieu of PCS – An enlisted member may request retirement in lieu of PCS when he/she has at least 19 years and 6 months Active Federal Service and a firm PCS alert received. If soldier elects to retire, the retirement application must be submitted and approved within 30 days of receipt of official alert notification of permanent change of station.

****Note**** Applications in lieu of PCS will not be changed or withdrawn. The soldier must retire on the approved retirement date. The unit’s S1 will notify the service member of PCS instructions. Exception to policy may be requested, but will only be approved when it is in the best interest of the service and at the convenience of the government.

c. Retirement applications may be submitted when the soldier has reached 19 years of Active Federal Service and up to one year prior to the desired retirement date.

d. Requests for exceptions to policy may be submitted to AHRC for consideration, with appropriate justification, on a case-by-case basis. Requests will be routed through Soldier’s chain of command to the AG for submission to AHRC.

e. Once a retirement has been approved and the order issued, it will not be amended or revoked except for promotion option, extreme compassionate reasons, or for the good of the service.

f. Applications must have all required paperwork attached and signatures of chain of command or it will be returned without action, which will further delay the retirement process. Officers planning to take permissive TDY must include a permissive TDY request with their application (see enclosure 1). See the checklist at enclosure 2 for documents that may be required in a particular situation.

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g. All officer application memorandums will be addressed *THRU* appropriate chain of command, Officer Personnel Management, and appropriate S1 or G1, *FOR* AG, unless Soldier requires some type of waiver/exception to policy, in which case the application would include AG as a *THRU* addressee and be addressed *FOR* AHRC.

h. Keep in mind that you should not make any commitments until you have an approved retirement.

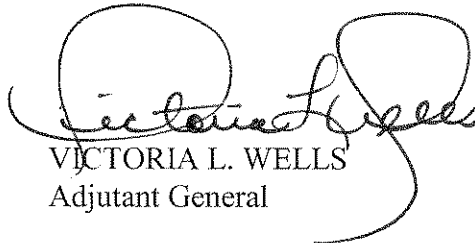
i. Transportation entitlements will not be authorized until officer/enlisted member has an approved retirement and orders have been completed. It is advised that arrangements not be made until you have received retirement orders.

j. Information and sample applications may be obtained on the Adjutant General Retirements website: <https://www2.leavenworth.army.mil/ag/PSB/rtmt-svc/rtmt-svc.htm>.

5. Point of contact for this action is Mr. Myers, Retirement Services Officer at 684-2425, e-mail: darryl.myers@leavenworth.army.mil.

FOR THE COMMANDER:

2 Encls
as



VICTORIA L. WELLS
Adjutant General

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CDR, HQ Command (ATZL-HCP)
CDR, 705th MP Bn (ATZL-DBB-D)
CDR, MEDDAC (MCBN/Personnel Admin)
CDR, North Plains DVC (MCVS-GPN-L/Personnel Admin)
CDR, 500th MP Det (ATZL-HCM/Personnel Admin)
CDR, DARR Central Great Lakes, (Personnel Admin)
SAC, CID (CIRFR-RFL/Personnel Admin)
CAC G1
BCTP G1
CGSC G1

PERMISSIVE TDY REQUEST

I request Permissive TDY IAW MILPER Message 01-061 for the following reasons:

1. Job Search:

2. Relocation:

3. Other:

4. Supervisor concurs that Permissive TDY will not be in conflict with mission requirements. (*Below provide a signature block for the supervisor to sign concurring with your request.*)

\Soldier's Signature Block

\Supervisor's Signature Block

End 1

Documents that should be included with retirement applications for **Officers** (only the documents that apply to the individual)

1. Accession Orders
2. Appointment Orders
3. ROTC: Scholarship Cadet Contract (DA Fm 597)
DD Fm 4, signed in the advanced course
4. Cadets and midshipmen of the military Academies: Academy transcript
5. Retirement Credit History Sheet from USAR/ARNG if a member at any time.
6. Any DD Form 214's for prior active duty

Documents that should be included with retirement applications for **Enlisted** are as follows:

1. Retirement Credit History Sheet from the USAR/ARNG if a member at any time.
2. Any DD Form 214's for prior service that are not included in the 201 File.